Access, Registration and ISO Instructions for VA Users of the Veterans Information Portal (VIP) & Veterans Tracking Application Integrated Disability Evaluation System (VTA IDES) (May 8, 2015)
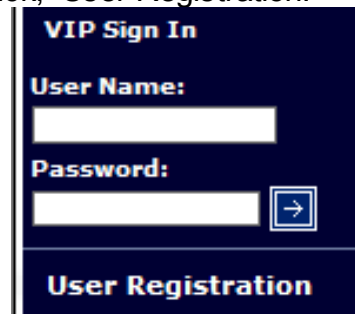
Introduction: The Veterans Information Portal (VIP) is a gateway to personalized information relevant to VA's stakeholders, including Veterans, employees, lenders, appraisers, and the Department of Defense (DoD). VIP is accessible from any Internet connection.

The Veterans Tracking Application (VTA) is a joint Veterans Affairs (VA)/DoD application to support the effective management and tracking of Veteran and Servicemember beneficiaries at all levels of the continuum of care and provides capabilities for VACO, VHA, and VBA to meet current business needs. VTA tracks the initial arrival of a Servicemember into the VA health system and monitors benefits applications and administrative details. The Integrated Disability Evaluation System (IDES) is a module of VTA that tracks Servicemembers who have been referred to a Medical Evaluation Board (MEB). You will have access to VTA IDES once you complete this registration process.

VTA Access Procedure - If you already have an active VIP account, log-in to VIP and skip to Step Five of these instructions. If you have a VIP and/or VTA account and have changed jobs, user name, etc, or have any questions, contact the VBA/DoD Program Office at VAVBAWAS/CO/DES (DESPilot.VBACO@va.gov).

Step One: If you do not have an active VIP account, the VIP sign-in is the first step in obtaining access to VIP. You will use your LAN info (VA user ID and Password (PW)). Your VIP PW must contain at least 1 special character and cannot contain a <, >, ", ', &, or ~. If your PW does not meet these requirements, you will need to change it before proceeding.
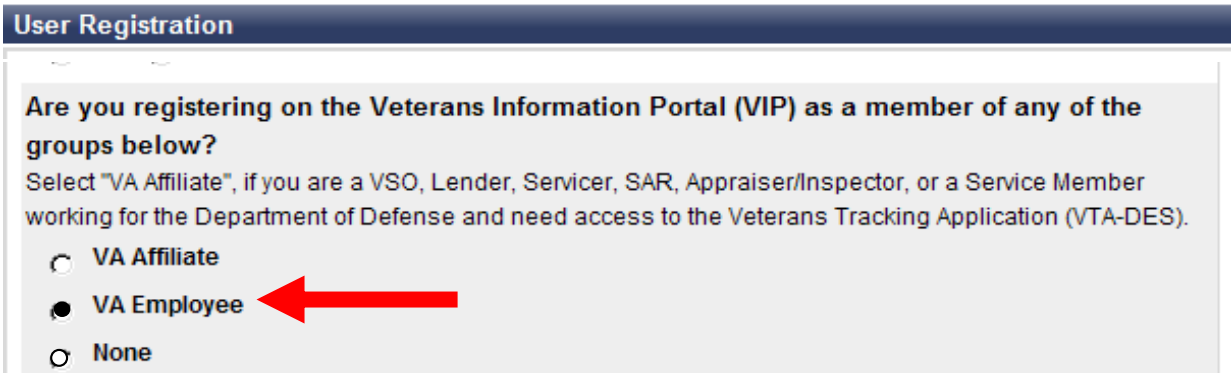
Go to https://vip.vba.va.gov and click, "User Registration."

Step Two: Click Register Now.
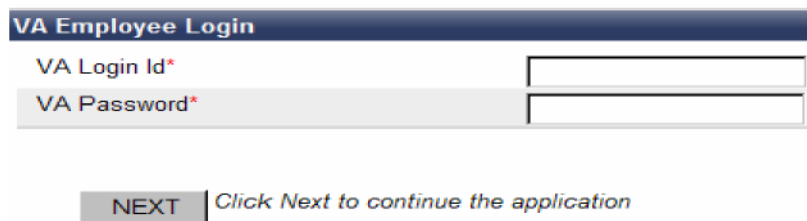
Step Three: The main registration page will launch. Select "No" and "VA Employee," click "Next."

Step Four: On the VA Employee Login Screen, enter your VA user ID and password and click "Next."

The following pages will launch. Fill in the required information and click, "I Accept" and "Submit."

If your Station is not listed, pick closest.

You will then be notified that you have successfully registered as a VIP user.

Step Five: Return to the VIP main page and login to request VTA. To login, enter your VA user ID and password, and click on the blue button with the white arrow.

Step Six: You should now be logged into your VIP Homepage. Getting to VTA requires each user to submit a request for access to available VIP Applications. Filling out the VTA Applications Request Form is a critical step in obtaining access to VTA. This request is sent to your supervisor and ISO. Each recipient of the request performs steps needed to approve the request, get the VTA link added to your VIP Homepage, as well as getting you activated within the VTA application in the role specified by your supervisor. To begin, click the VIP Application Request link and the following page will be displayed (both below). Check Veterans Tracking Application (VTA), select your Administration and click Submit.

VIP Application Request:
Click Here to Submit a Request for
Access to Available VA
Applications via VIP

Submit Request for Application Access   Back

Please select the relevant application from the list and click submit:

☑ Veterans Tracking Application (VTA)

☐ Veterans Information Solution (VIS)

VIS/VTA approval requests are routed through your ISO, to help us locate your ISO please
choose your Administration: Veterans Health Administration ▼

Veterans Health Administration
Veterans Benefits Administration
National Cemetary Administration
Veterans Affairs

[Submit]

VA Home | Privacy   Act Data | Site Inde

Step Six a: The next page contains a list of ISO's. Find your ISO and click on the name and
go to **Step Six b**. If your ISO does not appear on the list, email the ISO and inform him/her.
The ISO should email VAVBAWAS/CO/DES (DESPilot.VBACO@va.gov) asking that
his/her name be added to the ISO list in VIP. If your ISO is not listed and after informing the
ISO, go to **Step Six c.**

Please choose your ISO from the list below. (Press Ctrl
+ F to search text on page)   Back

ISO Name	Facility	Phone Number
Pedro Epting (ISO)	Hines ltc	(708) 681-6846
James Boring (ISO)	Philadelphia ltc	(215) 842-2000 x4613
Kenneth Daily (ISO)	Philadelphia ltc	215-842-2000x4485
Washington Starr (ISO)	Pittsburg	412.365.4426
Deborah J Terry (ISO)	Rmc St. Louis	(314) 538-4548
Jason Beard (ISO)	Sdc Austin	512-326-6315

Step Six b: After clicking on your ISO's name, the following form will be displayed. Fill it out
and click Submit. Once you have clicked Submit (if ISO name was listed above) Outlook
should open an email with your address and the addresses of your ISO and supervisor. If the
Outlook email does not open automatically, manually build the email with info in screenshot
on page 7. Click Send. This request is sent to your supervisor, ISO, and you. Your supervisor

will "reply all" to this email message and state, "I approve access to VTA for this user."

VTA Request Form: By completing this Veterans Tracking Application (VTA) access request form, you are hereby requesting access to a Department of Defense owned and hosted application. Your request will be processed and access granted once your information has been verified against the approved VTA user access list provided by the Seamless Transition Office. Please complete the information below and click submit. By clicking submit, Outlook will open with the content you have provided in this form. Ensure that the correct ISO email address, your supervisor's email address, and the Seamless Transition Office Sponsor email address are displayed in the To: field and that your email address is correctly placed in the CC: You must also digitally sign the email using your VA Issued PKI certificate. If you have not yet received your PKI certificate and published it to the Global Address List (GAL), please contact your ISO. Not digitally signing this email will result in a delay in your application access request. Please keep a copy of this email for your records.

Name:

Requester's ISO:

Employment Type :   Employee ▼

Email Address:

Phone Number:

Portal User Id:

Facility:

City:

State:

Supervisor's Name:

Supervisor's Phone:

Supervisor's Email:

Please Provide a brief justification / intended-use description :

Please read carefully through all the terms and conditions. Please click submit to accept these terms and conditions.

These Terms of Use and Rules of Behavior apply to all users of the Veterans Information Portal.
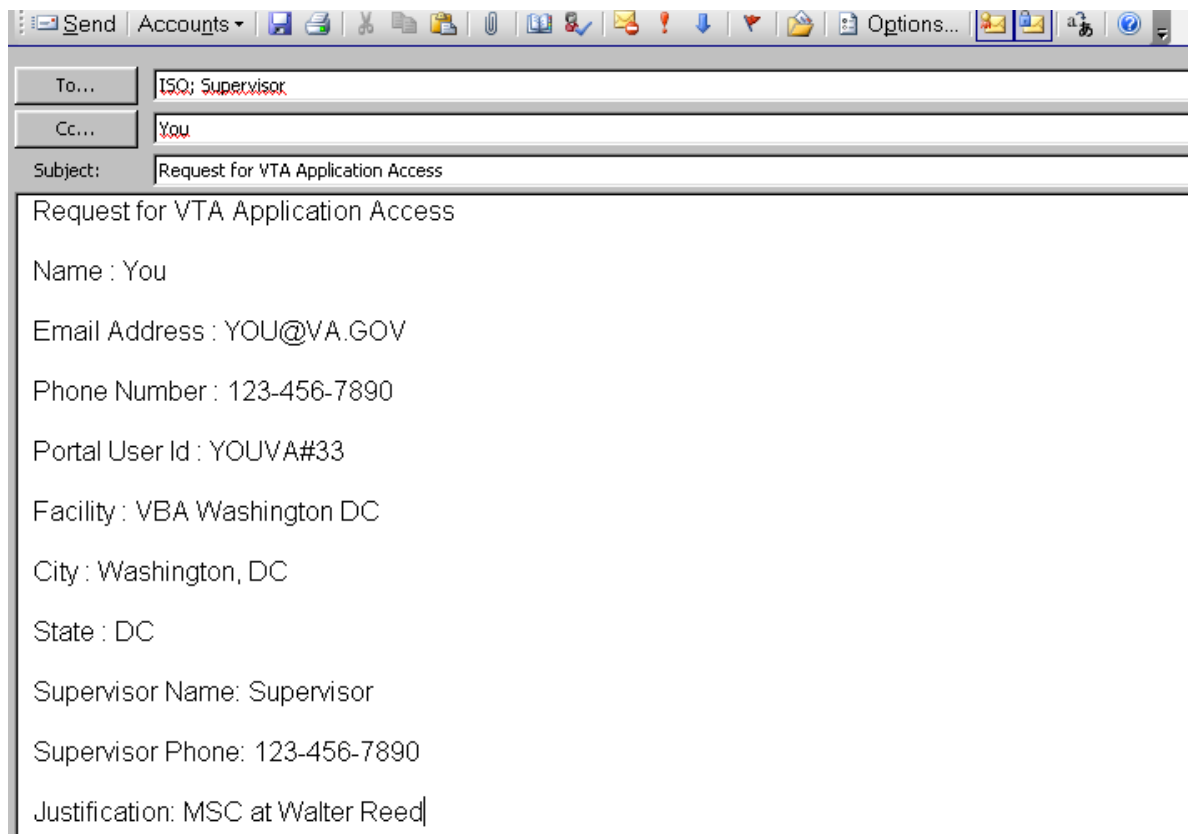
Why Security Is Important For Everyone!

All users of the Veterans Information Portal should be aware that any system can potentially contain valuable and sometimes sensitive government and/or personal information, which must be protected to prevent disclosure, unauthorized changes, and loss. Each part of a system can introduce vulnerabilities to the whole, so protection must be consistent in order to be effective. On a larger scale, since these resources are typically connected to VA and other sensitive government networks (e.g., Social Security Administration, Internal Revenue Service, Department of Defense), any system compromise is a potential threat on a grand scale to the Federal Government.

Submit   Return to home pag

Step Six c: Manually build the email with info in screenshot below. Click Send. This request is sent to your supervisor, ISO, and you. Your supervisor will "reply all" to this email message and state, "I approve access to VTA for this user."

The **ISO** will then perform these five steps to establish the VTA link on your VIP Homepage.

ISO Step 1: Log into VIP (ISO has to have a VIP account) and click on **VIP Application Admin.** If the ISO does not have the VIP Application Admin link, the ISO should email DESPilot.VBACO@va.gov asking to have this link added to their VIP profile.

ISO Step 2: Click on both radio buttons and click Submit.

ISO Step 3: Find the user using the appropriate pull-down option and entering the relevant text, click Submit.

ISO Step 4: Check the box for the user and click Update.

ISO Step 5: After clicking Submit, you should receive a confirmation screen. Notify the applicant that the VTA link has been added to their VIP Homepage.
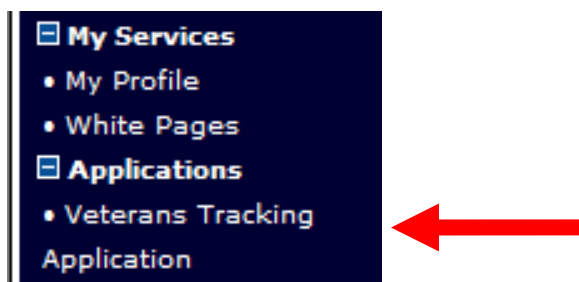
Step Seven: After your ISO notifies you that the VTA application link has been added to your VIP Homepage, login to VIP at https://vip.vba.va.gov. You will see Veterans Tracking Application located under "Applications" on the left hand side of the screen, click it.

If you are not registered in VTA, the VTA application window will pop-up and show the "Request for Access to the Veterans Tracking Application (VTA)" screen.

Below and on the following pages is a description and screen shots that apply to the VA roles in VTA IDES.

Selected personnel may require roles/data fields that do not meet the criteria. Contact the VBA/DoD Program Office (VTA IDES) if needed.

All VA users will fill in their name, SSN, grade and email. You will then select the other fields based on the following VHA or VBA roles. ****If the field is not listed below or shown on the screen shot, do not fill it in.****

VHA will select VHA Facility, VISN and role of **IDES VA Analyst.** Input Supervisor's Name, Supervisor's Phone, Supervisor's Email Address, Applicant's Telephone Number (yours) and Reason for Access (Ex: IDES Coordinator for VISN 7).

VBA will select fields based on the following roles.

1. **IDES MSC:** (MSCs and MSC Supervisors/Coaches). Select VA Regional Office, **ALL** IDES MEB MTF(s) that your RO supports (not just the one(s) where you work). Input Supervisor's Name, Supervisor's Phone, Supervisor's Email Address, Applicant's Telephone Number (yours) and Reason for Access (ex: MSC at Ft. Knox, KY).
2. **IDES D-RAS:** (D-RAS personnel and D-RAS Supervisors/Coaches). Select VA Regional Office and IDES D-RAS. Input Supervisor's Name, Supervisor's Phone, Supervisor's Email Address, Applicant's Telephone Number (yours) and Reason for Access (ex: RVSR at Seattle D-RAS).
3. **IDES VARO:** (This role is for individuals who specifically work at the RO **(Ex: front office or VR&E)** and are not an MSC or D-RAS). Select VA Regional Office, and **ALL** IDES MEB MTF(s) that your RO supports (not just the one(s) where you work), Input Supervisor's Name, Supervisor's Phone, Supervisor's Email Address, Applicant's Telephone Number (yours) and Reason for Access (ex: Front Office/Management Fargo RO).
4. **IDES VA Analyst:** (This role for all Central Office or Area users). Select VA Regional Office (Central Office). Input Supervisor's Name, Supervisor's Phone, Supervisor's Email

Address, Applicant's Telephone Number (yours) and Reason for Access (ex: Compensation Central Office, DC).

5. **IDES POC:** A second role for MSC and DRAS Supervisors/Coaches (also select IDES MSC or DRAS role above). Will be cc'd on all data emails for cases assigned to any cases at your location(s).

Screen shots of VTA Request for Access

Everyone will fill-in the fields on pages 11-12. Pages 13-14 show the roles and the specific fields to fill-in based on that role. Everyone performs step on page 15.

Applicant's Telephone #   123-456-7890

Commercial

Reason For Access

Input job and location.
Example: MSC at Wichita RO

IDES MSC

VA Regional Office | -- SELECT VARO -- ▼

IDES MEB MTF | -- SELECT IDES MEB MTF --
Andrews JB, MD
Beale AFB, CA
Buckley AFB, CO ▼

Hold the ctrl key to make multiple selections

> **Select all MTFs your RO supports, not just the one(s) where you work**

Please Select Requesting IDES Roles

☑ IDES - MSC

☑ IDES – VA Analyst

☑ IDES – POC

RO MSC Coach/Supervisor can also pick IDES POC role in order to get all system generated emails that go to their MSCs. Have to have MSC and Analyst or all 3 if a Coach/Supervisor.

IDES DRAS

VA Regional Office | -- SELECT VARO -- ▼

IDES DRAS Location | -- SELECT IDES DRAS LOCATION -- ▼

Please Select Requesting IDES Roles

☑ IDES - DRAS

☑ IDES - POC

DRAS Coach/Supervisor can also pick IDES POC in order to get all system generated emails IRT data on the RO Tab at assigned DRAS.

IDES VA Analyst (VBA)

VA Regional Office: `-- SELECT VARO --` ▼

Please Select Requesting IDES Roles

☑ IDES – VA Analyst

IDES VA Analyst (VHA)

VHA Facility: `-- SELECT VHA FACILITY --` ▼

Veterans Integrated Systems Network: `-- SELECT VISN --` ▼

Please Select Requesting Roles

☑ IDES VA Analyst

IDES VARO
(to include VR&E)

VA Regional Office: `-- SELECT VARO --` ▼

IDES MEB MTF:
```
-- SELECT IDES MEB MTF --
Andrews JB, MD
Beale AFB, CA
Buckley AFB, CO
```

Select all MTFs your RO supports, not just the one(s) where you work

Hold the ctrl key to make multiple selections

Please Select Requesting IDES Roles

☑ IDES - VARO

Everyone: After checking for correctness and all required fields are filled in, click Submit Request

cument may contain information covered under the Privacy Act, 5 USC 552(a), and/or the Health Insurance portability and Accountal
4-191) and its various implementing regulations and must be protected in accordance with those provisions. Healthcare information is
nsitive and must be treated accordingly. If this correspondence contains healthcare information it is being provided to you after appro
zation from the patient or under circumstances that don't require patient authorization. You, the recipient, are obligated to maintain i
ecure and confidential manner. Redisclosure without additional patient consent or as permitted by law is prohibited. Unauthorized redi
re to maintain confidentiality subjects you to application of appropriate sanction. If you have received this correspondence in error, p
the sender at once and destroy any copies you have made.

Submit Request

Once you click Submit Request, access is not instantaneous. It may take up to 72 hours for approval, longer if request for access is incorrect.

! Access Request ID (###) has been created with User ID …

OK

Click OK. After completion, your request for access will be reviewed by a VTA IDES administrator and you will receive an email response when approved or to notify you that your application was denied and why. After access is granted, login to VIP, click the Veterans Tracking Application link, and the VTA IDES Home Page will launch.
You can now exit the program/screen you are on.

VBA/DoD Program Office